



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

DISABILITY ADJUDICATOR II

Job Number: 20001123

Job Code: 62160V000101

Job Group: 6200 - HUMAN SERVICES

Job Established: 01/16/2002

Job Revised: 05/16/2009

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides professional disability adjudication for Social Security Administration disability applicants. Independently makes eligibility determinations on all types of disability claims involving all categories of disabilities; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have two years of experience adjudicating Social Security Administration disability claims.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in adjudicating Social Security Administration disability claims or administrative experience within an organization that adjudicates Social Security Administration disability claims will substitute for the required bachelor's degree on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides professional adjudication of Social Security Administration disability claims. Defines the scope of information pertinent to and supporting the application for benefits and develops a strategy to obtain that information. Analyzes information received in light of medical knowledge about diseases and conditions, legal/vocational knowledge about the Social Security Act, rulings/regulations, etc. Evaluates statements, claims and evidence for sufficiency, consistency, validity and credibility. Researches medical and vocational issues through the use of written policy and instructional material or consults medical, vocational or other specialists concerning specific issues of the claim. Determines eligibility for disability benefits. Prepares formal determination including completion of forms and an explanation of the determination. Incorporates new material and updates knowledge of program standards as a result of reading, feedback and training.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting. This is a 40-hour work week requirement.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.